

TEXAS HOUSE OF REPRESENTATIVES



ANA-MARIA RAMOS



STATE REPRESENTATIVE • DISTRICT 102

POSITION: Constituent Services Intern

LOCATION: Dallas or Austin, TX

SUMMARY:

The Office of Texas State Representative Ana-Maria Ramos (HD 102) is seeking a highly organized, bilingual, and personable, Constituent Services Intern. This internship involves assisting the Constituent Services Specialist with casework, data collection, and keeping an open line of communication with constituents in need of assistance. Applicants should be fluent in English and Spanish with capabilities of reading, writing, and speaking both languages. The position will be predominately remote with occasional in-office days (Capitol or District office depending on applicant's location). Must be available to work 25-30 hours per week, including occasional weekends and holidays. Start date: ASAP.

ESSENTIAL JOB FUNCTIONS:

- Maintain an open line of communication between HD 102 constituents, the Constituent Services Specialist, the Deputy Chief of Staff, and Representative Ramos;
- Assist the Constituent Services Specialist with logging casework into CMS;
- Manage emails and phone calls regarding constituent casework;

- Maintain a good working relationship with Representative Ramos, staff, and constituents;
- Reports directly to the Deputy Chief of Staff and the Constituent Services Specialist.

SKILLS AND KNOWLEDGE REQUIRED:

- Ability to fluently read, write, and speak in Spanish and English;
- Strong oral and written communication skills in public outreach;
- Comfortability making calls and writing emails;
- Ability to make connections;
- Knowledge about House District 102;
- Responsive to calls, texts, and emails;
- Thoroughness and careful attention to detail;
- Ability to work closely with a team and take direction;
- Be punctual and professional;
- Proficiency in Microsoft Office, Google Suite, and Zoom.

SALARY:

The internship is unpaid, however, there are opportunities to stay on after the internship has ended as a paid employee.

APPLICANTS:

Ideal applicants reside in Dallas or Austin, Texas and are knowledgeable in building community relationships. An interest in communications and public outreach is preferred. Knowledge about the HD 102 community and awareness of current public policy issues is strongly recommended. To apply, please send a resume, cover letter, and three professional references with the subject line “Constituent Services Internship” to Crystal LaCount at crystal.lacount@house.texas.gov. Only applications selected will be contacted for an interview. Thank you for considering joining our team.

The Texas House of Representatives is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provisions of services. In compliance with the Americans with Disability Act, if you require reasonable accommodations during the application process, please call 512-463-0865.

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